

## HOW DO YOU APPLY?



Call the Rental Assistance Program at 240-777-4400 to have an application mailed to you. Applications are also available at these Department of Health and Human Services Offices:

**Germantown**

12900 Middlebrook Road

**Rockville**

1301 Piccard Drive

**Silver Spring**

8818 Georgia Avenue

Applications are generally processed within four weeks. A complete application will help speed processing time.

## DOCUMENTATION

It is important that you read the application carefully and submit all of the documents requested. This will help process your application faster.

All households must submit proof of income, child care and medical expenses, assets, and financial status and rent payments. The application lists the specific kinds of documents you will need to submit for your particular household situation.

If you have questions about which documents you need to submit, please call the Rental Assistance Program at 240-777-4400 for help.

Mail your completed application and all of the required documentation to:

Montgomery County Department of  
Health and Human Services  
1301 Piccard Drive  
Rockville, MD 20850



Department of Health and Human Services  
Rental Assistance Program  
1301 Piccard Drive  
Rockville, MD 20850  
240-777-4400  
240-777-4099 (FAX)

Montgomery County, Maryland  
Department of Health and Human Services



# Montgomery County Rental Assistance Program

## Helping Low Income Families Pay Their Rent



## WHAT IS THE RENTAL ASSISTANCE PROGRAM?

The Montgomery County Rental Assistance Program helps low-income families pay their rent.

If you are a legal resident of the United States and occupy a rental unit in Montgomery County, you may be eligible for assistance if:

- You are disabled, at least 62 years old, or a household of two or more;
- Your monthly rent does not exceed program limits;
- Your monthly gross household income does not exceed program limits; and
- Your total household assets are less than \$10,000.



## GROSS MONTHLY INCOME ELIGIBILITY GUIDELINES

As of July 1, 2002

Household Size	Maximum Monthly Gross Income *
1	\$2,538
2	\$2,900
3	\$3,263
4	\$3,625
5	\$3,917
6	\$4,204
7	\$4,496
8	\$4,783

\* To reduce your gross monthly income, you may submit verification of child care expenses, ongoing medical expenses not reimbursed by insurance, and if you are age 62+ or disabled, you may deduct medical insurance premiums.

## ELIGIBILITY

Eligibility is based on a review of three factors:

1. The total number of people who live in your household;
2. The total gross income of all members of your household; and
3. The total rent your household pays.

### Section 8/Public Housing

Federal regulations prohibit the receipt of RAP by households who receive assistance under Section 8 or live in a public housing unit.

### Renting from a Relative

If you rent from a relative who does not live with you, you are not eligible for this program. If the relative lives with you, all persons living at the application address are treated as one household to determine eligibility.



### Renting Rooms

If you rent a room in a private home or apartment, you must have a separate rental agreement with the property owner. If you have your rental agreement with the current leaseholder, they must have a written agreement with the owner to sublet the property before we can determine eligibility.

## HOW MUCH ASSISTANCE IS AVAILABLE?



Eligible households can receive between \$50 and \$200 per month

Only one person per household is eligible to receive benefits.

## HOW ARE BENEFITS ISSUED?



Benefits are approved for a maximum period of 12 months. A new application is required to determine continued eligibility.

Checks are mailed to your address at the end of each month for the next month's rent.

Rental Assistance checks may only be used for rent. The check is made payable to both you and your landlord. You must endorse the check and give it to your landlord each month along with your portion of the rent due.

**QUESTIONS? Call 240-777-4400**